

UNION REPRESENTATION TIME SHEET						
NAME OF REPRESENTATIVE				UNION POSITION		
ACTIVITY & LOCATION				PERIOD COVERED		
<p>This time sheet must be maintained by the immediate supervisor of the Union Official whose time is being recorded. Record only the official time used for representing other employees. Disapproved requests will be recorded under remarks. <b>Send this time sheet to HRO by 15 March and 15 September each year.</b></p>						
OFFICIAL TIME CODES FOR TIME AND ATTENDANCE						
BA - Term Negotiations				BD - Labor Management Relations		
BK - Grievance and Appeals				BB - Mid-Term Negotiations		
Date	Time Out	Time In	Total Time	Code	Service Provided by Rep	Signature of Rep
Total Hours						
<p>I certify that the information recorded above is accurate and true to the best of my knowledge.</p> <div style="text-align: right; margin-top: 10px;"> <div style="border-top: 1px solid black; width: 200px; display: inline-block;"></div>             Signature of Immediate Supervisor         </div>						